

DigitalCrafts

Institutional Catalog

State of Texas

Catalogue Volume #5

Effective September 13, 2018 – August 31, 2019

Refer to the institutional catalogue for company policies and procedures. All questions or concerns should be sent directly to hello@digitalcrafts.com.

DigitalCrafts

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Houston, Texas 77003

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Meet DigitalCrafts

History

Founded in 2015, DigitalCrafts is a top-reviewed accelerated software training company with campuses in Atlanta, GA, and Houston, TX. DigitalCrafts provides full stack coding bootcamp programs as well as custom corporate training solutions. DigitalCrafts' full stack coding bootcamp program is designed to transform aspiring developers into full-stack software engineers with cutting edge skill sets, and their corporate training solutions are custom designed to meet the needs of their clients.

Mission

DigitalCrafts exists to create a community of builders, each equipped with the skills and tools necessary to breathe life into ideas, whether as entrepreneurs or software engineers. The company's core values are:

Core Values

- Honesty
- Follow Through
- Be Nice
- Be Your Best
- Details Matter
- Mop the Floors

Culture

Work hard, play hard. DigitalCrafts stands out because of two simple reasons: the students always come first, and our people are exceptional. In many cases, students quit their jobs to achieve a life-changing career transition - this is not something to be taken lightly. DigitalCrafts' staff will always support students like they're a friend in need and never run from the challenge.

State Approvals

State of Georgia:

DigitalCrafts meets the requirements set forth by the State of Georgia's Nonpublic Postsecondary Educational Institutional Act of 1990 of O.C.G.A. 20-3-250 to offer instruction in the programs listed on the Nonpublic Postsecondary Commission website, <http://www.gnpec.org>. Certificate of Authorization #7625

State of Texas:

Approved and Regulated by the Texas Workforce Commission, Career Schools and Colleges, Austin, Texas. School #5044.

Courses Offered

Full Stack Immersive Program

Full-time program, 16 week duration, in-person training

Course Overview:

Throughout the Full Stack Immersive Program students learn full-stack web development covering front-end and back-end web development. Students who are accepted into the Full Stack Immersive Program are expected to be in-class Mon. – Fri. from 9:00AM – 4:00PM throughout the 16-week period excluding lunch breaks from 12:00PM – 1:00PM each day. In addition to the learning the necessary skills to obtain a job as an entry-level developer, each student will have the option to enroll into our student services to complete a series of career training exercises including, but not limited to resume guidance, mock interview training, portfolio development, and gain access to DigitalCrafts ever growing employer network.

Course Objectives:

The immersive program is designed to train and equip each student with the necessary skills to obtain an entry-level development job upon graduation. DigitalCrafts does not guarantee job placement, but the program, curriculum, instructors, and staff work in alignment to achieve this goal for each student. The course will teach students the core concepts of web development, including but not limited to agile software development, debugging, website building, API integration, and key computer science fundamentals. Depending on the student's career goals, students may seek a number of opportunities after graduating, including but not limited to a(n) internship, apprenticeship, part-time employment, fulltime employment, and/or contract work. Students who graduate from the full-time program can seek out a number of job titles including, but not limited to Junior Developer, Web Developer, and/or Software Engineer, and as an entry-level developer the work settings for this type of occupation can vary across startups, corporations, and governmental agencies.

Course Schedule:

Students are expected to be on-site at DigitalCrafts Mon. – Fri. from 9:00AM – 4:00PM throughout the 16-week course expect for lunch breaks from 12:00PM – 1:00PM. Class will break daily for 10 minutes at 10:30AM and 2:30PM. Holidays will vary per cohort depending on the course start date, but this will not result in less than 16 weeks of training. Information on course start dates, holidays, and dates where the office will not be accessible can be found on the company website at <http://www.digitalcrafts.com/immersive-web.html>.

Holiday Schedule:

2018

- January 1st – 2nd: New Year's Day Observed
- May 28th: Memorial Day
- July 4th: Independence Day
- September 3rd: Labor Day
- November 22nd – 23rd: Thanksgiving Break
- December 24th, 2018 – December 31st, 2018

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2019

- January 1st – New Year’s Day
- January 19th – January 21st – Martin Luther King Day
- April 20th – Easter Weekend (Saturday Flex Cancelled)
- May 25th – May 27th – Memorial Day Weekend
- July 4th – July 7th – Independence Day Break
- August 31st – September 2nd – Labor Day
- October 31st – Halloween (Flex only)
- November 28th – December 1st – Thanksgiving
- December 24th – January 1st – Christmas & New Years

Enrollment & Course Schedule:

Enrollment for each course will begin 6 months prior to the course start date, and the course schedule for 2018 - 2019 can be referenced on our website. Refer to the link here to stay up to date on upcoming courses: <https://www.digitalcrafts.com/houston-campus.html>

Course Curriculum:

Curriculum for the course includes the following.

- Programming Fundamentals
- Front End Development
- Back End Development
- Programming Best Practices
- Git / GitHub

Course Outline:

Subject #	Subject Title	Course Time Hours Lec/Lab/Total
SBJ 1	Programming Fundamentals	27.50 / 27.50 / 55.00
SBJ 2	Front End Development	68.50 / 68.50 / 137.00
SBJ 3	Back End Development	55.00 / 55.00 / 110.00
SBJ 4	Advanced Front End Development	68.50 / 68.50 / 137.00
Total Hours for Program Completion		219.50 / 219.50 / 439.00

DigitalCrafts Pre-Work

Each student is strongly encouraged to complete 30-40 hours of pre-requisite work prior to starting class. Pre-work consists of a number of online exercises and readings provided by DigitalCrafts to ensure each student is adequately prepared for the 16-week course. Pre-work covers the basics of HTML, CSS, JavaScript, Python, and Computer Science fundamentals.

SBJ 1 Programming Fundamentals (27.50 hrs. lecture / 27.50 hrs. lab; Pre-requisite: Admissions)

Programming Fundamentals with Python introduces students to a foundation of web development skills and fundamental concepts necessary to learn and master any programming language. Students will learn at a

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minimum Git, command line interface (CLI), and basic Python through the hands-on act of programming, team exercises, and building simple web applications.

SBJ 2 Frontend Web Development (68.50 hrs. lecture / 68.50 hrs. lab; Pre-requisite: SBJ 1)

Basic front-end web development introduces students to a foundation of web development and fundamental skills necessary to design, layout, and build the “front-end” of a functioning website and/or application. Students will learn at a minimum HTML, CSS, and JavaScript through the hands-on act of programming, styling, and adding interactions to a webpage and/or project.

SBJ 3 Back-end Development (55 hrs. lecture / 55 hrs. lab; Pre-requisite: SBJ 2)

After completing front-end web development, SBJ 3 introduces students to back-end web development using JavaScript frameworks such as Node.js. Back-end development consists of server side development work and building full stack web applications with databases.

SBJ 4 Advanced Front End Development (68.50 hrs. lecture / 68.50 hrs. lab; Pre-requisite: SBJ 3)

During the Advanced front-end web development unit, students will build upon their foundation from SBJ 1, SBJ 2, and SBJ 3. Students will learn how to solve complex programmatic problems, build full stack web applications with cutting edge JavaScript frameworks such as React.

Student Evaluation:

Throughout the 16-week program, students will be evaluated on their progression and career readiness. Evaluation may take the form of graded assignments, homework, in-class participation, project work, and/or quizzes. Students will undergo 2 performance reviews throughout the program to ensure each student is progressing steadily throughout the course and to identify areas of strengths and weaknesses.

In order to receive a certificate of completion, students must meet the follow criteria by the end of their cohort.

- Miss no more than 7 days of class – Students who miss more than 7 days (excused or unexcused) will not receive a certificate of completion, career support or be able to participate in student graduation. Students who miss more than 20% of the program or 10 consecutive days will be removed from the program.
- Demonstrate an understanding of key concepts – Students must demonstrate their understanding of the key concepts covered throughout the program in their final project. Key concepts include Programming Fundamentals, Front End Development, Back End Development, Programming Best Practices, and Git/ GitHub.
- Develop key assets needed for the job search – Students must develop a resume and portfolio before completion of their cohort.
- Students who accept a development-related job offer with the skills obtained in class prior to the completion of class will automatically meet all the graduation criteria and receive a certificate of completion.

DigitalCrafts will adhere to the language below:

THE SCHOOL POLICY ON INCOMPLETES, WITHDRAWALS, REPEAT SUBJECTS, AND REMEDIAL WORK: UNDER TEXAS EDUCATION CODE, SECTION 132.061(f) A STUDENT WHO IS OBLIGATED FOR THE FULL TUITION MAY REQUEST A GRADE OF "INCOMPLETE" IF

THE STUDENT **WITHDRAWS** FOR AN APPROPRIATE REASON UNRELATED TO THE STUDENT'S ACADEMIC STATUS. A STUDENT WHO RECEIVES A GRADE OF **INCOMPLETE** MAY REENROLL IN THE PROGRAM DURING THE 12-MONTH PERIOD FOLLOWING THE DATE THE STUDENT WITHDRAWS AND COMPLETE THOSE **INCOMPLETE** SUBJECTS WITHOUT PAYMENT OF ADDITIONAL TUITION FOR THAT PORTION OF THE COURSE OR PROGRAM.

Career Services:

Student who are enrolled and/or graduate successfully from the Full Stack Immersive Program will receive career support, including but not limited to:

- Resume Guidance – Students will receive guidance and feedback on how to develop a professional resume applicable to the job they are seeking.
- Interview Training – Students will learn from an expert on interview best practices and types of interviews (i.e. Whiteboarding, Code Challenge, Technical Questioning, etc.).
- Portfolio – Students will build an online portfolio featuring the work completed throughout the course. The online portfolio is the single most important placement aspect in the field of web and mobile development.
- Online Presence – Students will learn how to leverage GitHub, a popular website used by employers to gauge a developers skillset.
- Access to DigitalCrafts Employer Network – Students will be introduced to DigitalCrafts employer network based on their skillset, career goals, and the hiring needs of the employer. The employer network consists of companies in the local area who have agreed to partner with DigitalCrafts with the goal of hiring graduates.
- Demo Day – Students will have the opportunity to present their work in front of DigitalCrafts employer network, friends and family.

Tuition & Related-Costs:

Students are required to provide their own Mac laptop and strongly encouraged to complete the pre-requisite materials prior to class. The tuition for the course \$13,950.

Cost Breakdown by Item*

Course Tuition:

\$13,950 *Paid directly to school or through school's lending partner.*

Additional Estimated Costs:

\$1,119 *13-inch MacBook Air can be purchased through Apple directly.*

\$40 *Pre-work materials can be purchased through Amazon directly.*

Total Estimated Cost:

\$15,109*

**Students are required to use a Mac computer while in class and may use any model laptop running the latest operating system. Mac computers cannot be acquired through the school. Course tuition includes all*

cost of instruction and any software needed while enrolled in class. Students are required to cover costs of pre-requisite materials and laptop. Cost breakdown does not include tax or interest if financing.

Full Stack Flex Program

Part-time program, 26-week duration, in-person training

Course Overview:

Throughout the Full Stack Flex Program students learn full-stack web development covering front-end and back-end web development. Students who are accepted into the Full Stack Flex Program are expected to be in-class two nights a week and on designated weekends. Class takes place either on Tuesday & Thursday or Monday & Wednesday from 6:30PM – 9:30PM and every Saturday from 10:00AM – 2:00PM throughout the 26-week period. In addition to the learning the necessary skills to obtain a job as an entry-level developer, each student will have the option to enroll into our student services to complete a series of career training exercises including, but not limited to resume guidance, mock interview training, portfolio development, and gain access to DigitalCrafts growing Employer Network.

Course Objectives:

The flex program is designed to train and equip each student with the necessary skills to obtain an entry-level web development job after graduation. DigitalCrafts does not guarantee job placement, but the program, curriculum, instructors, and staff work in alignment to achieve this goal for each and every student. Depending on the student's career goals, students may seek a number of opportunities after graduating, including but not limited to a(n) internship, apprenticeship, part-time employment, full-time employment, and/or contract work. Students who graduate from the immersive program can seek out a number of job titles including, but not limited to Junior Developer, Web Developer, and/or Software Engineer, and as an entry-level developer the work settings for this type of occupation can vary across startups, corporations, and governmental agencies.

Course Schedule:

Students are expected to be on-site at DigitalCrafts from 6:30PM – 9:30PM two nights per week (Tuesday & Thursday) and every Saturday from 10:00AM – 2:00PM throughout the 26-week period. Information on course start dates, holidays, and dates where the office will not be accessible can be found on the company website at <http://www.digitalcrafts.com/flex-web.html>.

Course Curriculum:

Curriculum for the course includes the following:

- Programming Fundamentals
- Front End Development
- Back End Development
- Programming Best Practices
- Git / GitHub

Student Evaluation:

Throughout the 26-week program, students will be evaluated on their progression and career readiness. Evaluation may take the form of graded assignments, homework, in-class participation, project work, and/or quizzes. Students will undergo 3 performance reviews throughout the program to ensure each student is progressing steadily throughout the course and to identify areas of strengths and weaknesses.

In order to receive a certificate of completion, students must meet the follow criteria by the end of their cohort.

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- Miss no more than 10 days of class – Students who miss more than 10 days (excused or unexcused) will not receive a certificate of completion, career support or be able to participate in student graduation. Students who miss more than 20% of the program or 10 consecutive days will be removed from the program. If a student is absent from class, he or she can watch a recording of the class online and provide a brief synopsis to their instructor to be counted present.
- Demonstrate an understanding of key concepts – Students must demonstrate their understanding of the key concepts covered throughout the program in their final project. Key concepts include Programming Fundamentals, Front End Development, Back End Development, Programming Best Practices, and Git/ GitHub.
- Develop key assets needed for the job search – Students must develop a resume and portfolio before completion of their cohort.
- *Students who accept a development-related job offer prior to the completion of class will automatically meet all the graduation criteria and receive a certificate of completion.*

Tuition & Related-Costs:

Students are required to provide their own laptop and strongly encouraged to complete the pre-requisite materials prior to class. The tuition for the course \$9,500.

Cost Breakdown by Item*

Course Tuition:

\$9,500 *Paid directly to school or through school's lending partner.*

Additional Estimated Costs:

\$1,119 *Laptop; 13-inch MacBook Air can be purchased through Apple directly (Mac not required)*

\$40 *Pre-work materials can be purchased through Amazon directly (strongly encouraged)*

Total Estimated Cost:

\$10,659*

**Students are required to provide their own computer while in class. Course tuition includes all cost of instruction and any software needed while enrolled in class. Students are required to cover costs of pre-requisite materials and laptop. Cost breakdown does not include tax or interest if financing.*

Course Outline:

Subject #	Subject Title	Course Time Hours
		Lec / Lab / Total
SBJ 101	Intro to Programming Fundamentals	10 / 10 / 20
SBJ 102	Basic Front-End Development	40 / 40 / 80
SBJ 103	Basic Back-End Development	35 / 35 / 70
SBJ 104	Front-End Frameworks	45 / 45 / 90
Total Hours for Program Completion		130 / 130 / 260

DigitalCrafts Pre-Work

Each student is strongly encouraged to complete 30-40 hours of pre-requisite work prior to starting class. Pre-work consists of a number of online exercises and readings provided by DigitalCrafts to ensure each

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student is adequately prepared for the 26-week course. Pre-work covers the basics of HTML, CSS, JavaScript, Python, and programming fundamentals.

SBJ 101 Intro to Programming Fundamentals (10 hrs. lecture / 10 hrs. lab; Pre-requisite: Admissions)

Intro to Programming Fundamentals with Python introduces students to a foundation of web development skills and fundamental concepts necessary to learn and master any programming language. Students will learn at a minimum Git, command line interface (CLI), and basic Python through the hands-on act of programming, team exercises, and building simple web applications.

SBJ 102 Basic Frontend Development (40 hrs. lecture / 40 hrs. lab; Pre-requisite: SBJ 101)

Basic front-end web development introduces students to a foundation of web development and fundamental skills necessary to design, layout, and build the “front-end” of a functioning website and/or application. Students will learn at a minimum HTML, CSS, and JavaScript through the hands-on act of programming, styling, and adding interactions to a webpage and/or project.

SBJ 103 Basic Back-end Development (35 hrs. lecture / 35 hrs. lab; Pre-requisite: SBJ 102)

After completing front-end web development, SBJ 3 introduces students to back-end web development using JavaScript frameworks such as Node.js. Back-end development consists of server side development work, building full stack web applications with databases, and deploying applications to the cloud using technologies such as Amazon Web Services (AWS).

SBJ 104 Front End Frameworks (45 hrs. lecture / 45 hrs. lab; Pre-requisite: SBJ 103)

During the front-end frameworks unit, students will build upon their foundation from SBJ 101, SBJ 102, and SBJ 103. Students will learn how to solve complex programmatic problems, build full stack web applications with cutting edge JavaScript frameworks such as React.

Entrance Requirements: Immersive & Flex

Students must achieve a 95% accuracy within 3 attempts on the DigitalCrafts Admissions Code Challenge in order to be considered for acceptance. Admissions are based on the outcome of a student’s online application, interview, and code challenge. Each step will be taken into consideration before officially accepting or deferring a student. There is no prior certificate or degree required for admissions, and students must be 18 years of age to enroll.

Requirements	Full Stack Immersive & Flex Program
Online Application	Required
Video or In-Person Interview	Required
Coding Challenge	Required
Receive Acceptance Letter	Required

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Provide Proof of External Financing (if applicable)	Required
Submit Deposit	Required
Execute Student Agreement	Required
Pre-Requisite Work	Strongly Encouraged

Previous Education and Credits

Previous education will be taken into account along with all other aspects of the admission’s process. Each student must complete an online application, interview, and code challenge to be considered for acceptance. Prior education is not a required factor in a student’s acceptance. Credits earned at DigitalCrafts are not transferable to other educational institutions.

Payment, Refunds, & Scholarships

Tuition & Payment Schedule:

Students have the option to pay tuition in full prior to class starting, finance tuition through a DigitalCrafts financing partner or an unaffiliated financier, or take advantage of an Income Share Agreement (ISA) through a certified DigitalCrafts’ partner. If a student is financing tuition or using an ISA, proof of an approved loan or ISA application will need to be delivered to DigitalCrafts before the student’s seat can be reserved in class. If a student plans to pay the full tuition directly to DigitalCrafts, refer to the payment schedule below. Tuition payment can be made via cashiers check, personal check, credit card, or bank transfer.

Course	Tuition	Due Date
Full Stack Immersive Program	\$13,950	<ul style="list-style-type: none"> • Due 10 business days prior to class start date.
Full Stack Flex Program	\$9,500	<ul style="list-style-type: none"> • Due 10 business days prior to class start date, or • Payments can be made over 4 installments (details included in official acceptance letter)

Individual student tuition payments may vary case-by-case if student chooses to use an external financing partner or ISA. Students are encouraged to work closely with financing partners and/or ISA partners to understand and abide by all terms and conditions before entering into any financial obligation. Income Share Agreements (ISAs) are only available to immersive students and will only be available for 5 students per cohort on a first come first served basis.

Refund Policy:

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is

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signed. A full refund will also be made to any student who cancels enrollment within the student's first three scheduled class days, except that the school may retain not more than \$100 in any administrative fees charged, as well as items of extra expense that are necessary for the portion of the program attended and stated separately on the enrollment agreement.

1. Refund computations will be based on scheduled course time of classes through the last documented day of an academically related activity. Leaves of absence, suspensions and school holidays will not be counted as part of the scheduled class attendance.
2. The effective date of termination for refund purposes will be the earliest of the following:
 - a) the date of termination, if the student is terminated by the school;
 - b) the date of receipt of written notice from the student; or
 - c) ten school days following the last date of attendance.
3. If tuition and fees are collected in advance of entrance, and if after expiration of the 72 hour cancellation privilege the student does not enter school, the student will receive a full refund of 100 percent.
4. If a student enters into the school, the minimum refund of the remaining tuition and fees will be the pro rata portion of tuition, fees, and other charges that the number of hours remaining in the portion of the course or program for which the student has been charged after the effective date of termination bears to the total number of hours in the portion of the course or program for which the student has been charged, except that a student may not collect a refund if the student has completed 75 percent or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination. (More simply, the refund is based on the precise number of course time hours the student has paid for, but not yet used, at the point of termination, up to the 75% completion mark, after which no refund is due.)
5. Refunds for items of extra expense to the student, such as books, tools, or other supplies are to be handled separately from refund of tuition and other academic fees. The student will not be required to purchase instructional supplies, books and tools until such time as these materials are required. Once these materials are purchased, no refund will be made. For full refunds, the school can withhold costs for these types of items from the refund as long as they were necessary for the portion of the program attended and separately stated in the enrollment agreement. Any such items not required for the portion of the program attended must be included in the refund.
6. A student who withdraws for a reason unrelated to the student's academic status after the 75 percent completion mark and requests a grade at the time of withdrawal shall be given a grade of "incomplete" and permitted to re-enroll in the course or program during the 12-month period following the date the student withdrew without payment of additional tuition for that portion of the course or program.
7. A full refund of all tuition and fees is due and refundable in each of the following cases:

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- a) an enrollee is not accepted by the school;
- b) if the course of instruction is discontinued by the school and this prevents the student from completing the course; or
- c) if the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school.

A full or partial refund may also be due in other circumstances of program deficiencies or violations of requirements for career schools and colleges.

Refund Policy for Students Called to Active Military Service

A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:

- a. if tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;
- b. a grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or
- c. the assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
 - 1. satisfactorily completed at least 90 percent of the required coursework for the program; and
 - 2. demonstrated sufficient mastery of the program material to receive credit for completing the program.

The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s) within 60 days after the effective date of termination.

Scholarships:

- DigitalCrafts offers a variety of scholarships that align with the company's mission of providing education accessibility to more students.

Scholarship	Description	Immersive Program	Flex Program
Women's Scholarship	Automatic scholarship for all women	\$1,500	\$1,000

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Veteran's Scholarship	Automatic scholarship for all US veterans	\$1,500	\$1,000
Builders Scholarship	Scholarship for individuals with inspiring stories; Application required.	Up to \$1,500	Up to \$1,000
Curtis Jenkins Scholarship	One scholarship per year for an African American male; Application required.	\$1,000	\$1,000

Student Conduct & Complaint Policy

Student Conduct:

- Students are expected to use his/her best efforts to attend all classes, to participate in the class in accordance with the instructor's directions, and to perform all assignments, which are part of the curriculum.
- DigitalCrafts reserves the right to terminate the participation of any student in the Full Stack Immersive or Flex Program in the event that there is reasonable cause to believe that the student is involved in any illegal activity according to the State of Texas and including drugs, alcohol, and partaking in illegal activity online while in a class or on the premises where any class is being conducted (in such case student will be reported and removed from the course with no future career support). DigitalCrafts likewise reserves the right in its sole discretion to terminate or suspend student's participation in the event the instructor determines that student is being disruptive and/or interfering with the presentation of the instructor or the participation of other students or if the student is holding up the educational progression of the entire class (in which case student will likewise be removed from the course with no future job support), and/or not performing up to expected standards.

Complaints Policy:

DigitalCrafts views complaints as an opportunity to learn and improve for the future, as well as a chance to put things right for the person who has made the complaint.

Our policy is:

- To provide a fair complaints procedure which is clear and easy to use for anyone wishing to make a complaint
- To make sure everyone at DigitalCrafts knows what to do if a complaint is received
- To make sure that complaints are, wherever possible, resolved and that relationships are repaired in a timely manner

3 Steps to File a Complaint

1. A complaint must be filed by email or in writing to a campus director. Complaints can be filed at any point while enrolled and for a 52-week period after leaving the program.
2. Once a complaint has been received, DigitalCrafts will provide a response within 48 hours to the complainant detailing next steps to resolve the complaint at hand.
3. If a response is not received or the resolution does not meet expectations, all complaints can be appealed to the State of Texas Workforce Commission.

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hello@digitalcrafts.com

101 East 15th Street
Austin, Texas 78778-0001
(512) 936-6959
<http://csc.twc.state.tx.us/>

**Texas Workforce Commission
Career Schools & Colleges, Room 226T**

School Credentials

DigitalCrafts has a Certificate of Approval by TWC and is assigned the school #S5044.

Adopted on:.....September 1, 2016

Facility & Record Keeping

Facilities Overview:

DigitalCrafts’ office space will provide students with all the necessary tools and resources to gain the skills needed to graduate successfully from the program. Our campus is located at Headquarters, which will include external computer monitors for each student, desks, coffee, kitchen area, break room, and books for continued learning outside of class. The Headquarters working environment will provide professional and networking opportunities for students while enrolled in class. Headquarters is located at 3302 Canal Street, Houston, TX 77003.

Record Keeping:

DigitalCrafts will digitally archive all student’s records for future reference. Records include the following:

- Application & Entrance Requirements
- Student Enrollment Agreement
- Attendance Records
- Student Progress Reports & Grades
- Graduation Certificate
- Job Offer Letter (if applicable)
- Financial Obligations

Digital records can be obtained by emailing DigitalCrafts at hello@digitalcrafts.com

Company Personnel & Owners

Managing Members:

Jake Hadden, Co-Founder, CEO

Max McChesney, Co-Founder, CEO

Houston Team:

Jason Ephraim, Houston Campus Director

Shar’nee Francis, Admissions Advisor

Azam Sharp, Immersive Instructor



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Veronica Lino, Immersive Instructor

Chris Oakman, Flex Instructor

Amanda Shih, Flex Instructor

I hereby certify that the statements and information in this catalogue are true and correct to the best of my knowledge and belief.



SIGNED BY DIRECTOR OR OWNER

Jacob Hadden

DigitalCrafts



SIGNED BY DIRECTOR OR OWNER

Michael McChesney Jr.

DigitalCrafts

----- **END** -----